Approved For Release 2001/04/11 : CIA-RDP66R00546R000100110184-0

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DD/R-287-63

21 February 63

MEMORANDUM FOR: Comptroller

THROUGH: Director of Logistics

SUBJECT: Imprest Fund

1. It is requested that authority be granted to the Deputy Director (Research) to establish a $1000.00 imprest fund from which to finance emergency purchases of supplies and equipment. Such property will be used in the design and development of instrumentation used in the technical collection and analysis effort.

2. JUSTIFICATION:

a. Frequently, deadlines which must be met for the development of special instrumentation in the DD/R narrows to a matter of hours. Additionally, requirements arise during non-working hours when equipment cannot be obtained through routine support channels. The authority requested herein will be used to bridge this gap in our overall support capability. The authority will not be exercised for the purchase of regulated items nor will it be exercised to circumvent normal requisitioning channels.

b. The primary purpose of the imprest fund is to provide an instantaneous support capability for cartridges, special tapes, resistors, capacitors, connectors, etc., not carried in the supply system and to provide an immediate funding source for emergency purchases of supplies and equipment. Major instrumentation used in the fabrication of collection assemblies is presently available from the Office of ELINT's Quick Reaction Center. Accordingly, such equipment will not be purchased from the imprest fund.

c. Staff personnel of the Deputy Director (Research) are frequently assigned to projects outside the departmental area. In such instances, advances will be made from the imprest fund to provide TDY personnel with funds for petty purchases of supplies and equipment. Such advances will not exceed $100 per employee and will not be expended for other than operational support.

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3. Purchases, as defined herein, will not exceed $500 per month nor will individual line item purchases exceed $250 per line item. Accountings shall be forwarded through the Office of Logistics by the end of each month after the effective date of this memorandum. Non-expendable property purchased in accordance with the authority delegated herein will be charged to our property account as prescribed by regulation.

4. NAME OF CUSTODIAN AND ALTERNATE:

Custodian: [redacted] 25X1A
Alternate:

5. SAFEKEEPING FACILITIES:

Funds allotted to this account will be kept in a cash box, key lock, which will be deposited in a four-drawer, combination safe.

SIGNED

HERBERT SCOVILLE, JR.
Deputy Director (Research)

Attachment:
Form 281: Request for Advance

Distribution:
Orig. & 1 - addressee
1 - Director of Logistics
1 - AD/ORL
1 - AD/ORL/(RC
1 - DD/R/BO
1 - DD/R/Registry
1 - DD/R/Logistics
1 - DD/R/Chrono

DD/R/D. [redacted] :ac

25X1A

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment

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